



**State of Louisiana**  
DIVISION OF ADMINISTRATION

**Control No** \_\_\_\_\_

**OFFICE OF STATE UNIFORM PAYROLL**

M. J. "MIKE" FOSTER, JR.  
GOVERNOR

MARK C. DRENNEN  
COMMISSIONER OF ADMINISTRATION

June 12, 2000

**OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2000-77**

TO: All UPS Agencies

FROM: Ronald S. Mitchell  
Director

SUBJECT: Agency Requested Payables

Beginning with the Agency Requested Payables dated Wednesday, July 5, 2000 (**deadline for submission to OSUP, Monday July 3, 2000, 8:30 a.m.**), agencies will be required to change their batch request numbers to reflect **Fiscal Year 01**. The payable requests and batch cover sheets should be numbered as follows:

1. ALL Payable Check Requests must have request numbers, including requests for void checks and code corrections. No request number can be used more than once for any transaction. The format for the request numbers should be seven characters. The first two characters will represent the fiscal year, the third character is a dash, and the fourth through the seventh characters should be the actual number of the request. For example: 01-0001, 01-0002, 01-0003, etc.
2. Void Check or Code Correction requests must include the original check number, the original check date, and a request number within the current batch sequence. The original check must be attached to any Void Check request. Required attachment for Code Correction requests is either (1) a copy of the original check, or (2) a copy of the UPPYA01B report that OSUP provides with your payable checks. **Amounts on Void Check requests should be negative and correctly reflected in the Batch Cover Sheet totals.**
3. Batch Cover Sheets must have unique request numbers, also. The format for the batch request numbers must be six characters. The first two characters will represent this fiscal year, the third character is a dash, and the fourth through the sixth characters will denote the actual number of the batch. For example: 01-001, 01-002, 01-003, etc.

The following items are guidelines to assist in preparing your payable requests:

1. In the Code "Description" field (**25 characters**) include only relevant information.

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- A. If you have multiple employees and/or other employee identifier information for a single code, please indicate **“see attached”**. **The field size for the description is not large enough for all this information.** Refer to OSUP Standard Accounting Procedures Manual Section 3.03, page 2 for other suggested descriptions. When the check is forwarded to the payee (vendor), include an attachment with all pertinent information the payee requires.
  - B. If you must include employee information in the Code “Description” field, use as little punctuation as possible. Use first name last name rather than last name, first name to save spaces. If necessary, use an initial for the employee’s first name rather than listing the entire name. Do not use hyphens in social security numbers.
2. Prepare “master” request copies for each payee or create a database so your payee information can be standardized per the **attached** Agency Requested Paycode Listing. Copies of the OSUP created EXCEL file may be requested through Angel Vernon at (225) 342-0717 or [avernon@doa.state.la.us](mailto:avernon@doa.state.la.us). Refer to OSUP Memorandums #99-21, #2000-52 and #2000-70 for further information on the OSUP Agency Requested Payables file.

Agencies submitting Agency Requested Payables **MUST** use the payee name & address from their most current **UPS Paycode Report**. This UPS Paycode Report should be kept in your agency file for reference. If this name or address is incorrect, agencies should submit the correct information on the next request for that payee, marking the “modify” box, and highlighting (or circle if faxing) all information that has changed. If several agencies use that same payee, OSUP may request a copy of the payee letter with the new information; and all agency paycodes for that payee will be modified by OSUP.

**When submitting an Agency Requested Payables for a new payee, mark the “new” box and leave the payee code field blank.** Only mark “new” the **FIRST** time requesting a check for this payee.

When a current payee is modified or a new payee added, a revised UPS Paycode Report will be distributed.

If you have any questions, please contact Wendy Senft at (225) 342-5362 or Clark Silvey at (225) 342-6427.

RSM:WSS:kmb

Attachment